



## **2012 Vendor Handbook**

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## **Market Rules**

Mission: The Trumansburg Farmers' Market, a Neighborhood Farmers' Market, is organized to offer a venue where local farmers, food producers and crafters can sell their goods to community residents.

**Vending:** Individuals interested in becoming a vendor at the Trumansburg market must complete an application form and submit it to the Market Manager (MM) prior to setting up and selling at market. Seniority, attendance record, adherence to rules, and meeting the application deadline are the basis not only for season vendor selection, but also specifically for the assigning of pavilion space. Pavilion vendors who have satisfied all four conditions will retain their booth the following season. The applicant must meet all state regulations pertaining to sale of products. All required certificates must be prominently displayed.

**Fees:** pavilion vendor: \$75/season; tent vendor: \$60/season; day vendor: \$15/day up to \$75. Season vendor electric: \$15/season. Day vendor electric: \$2/day.

**Market Days:** Wednesdays, 4-7 PM, June 6 - October 31, 2012

**Attendance:** All vendors must notify the MM of an absence by 9pm Tuesday before market day. Season pavilion vendors are allowed up to five absences, of which 3 can be unexcused, to retain pavilion booth. Season tent vendors must inform manager when their vending season is finished, in order to fill the vacancy from a waiting list. Vendors who fail to notify the MM of a market day absence on time will be fined \$15, payable before attending the next market.

**Vendor Meetings:** Vendors are urged to attend the fall and spring meetings to stay informed of policy changes, to learn more about their market, and to voice their concerns

**Board of Directors:** The TFM board consists of 9 board members, up to 4 vendor member and 5 community members.

**Vendor Conduct:**

- **Courtesy:** Vendors are expected to treat customers in a courteous manner.
- **Non Discrimination:** No discrimination is permitted at market.
- **Smoking:** Smoking is not permitted on the grounds.
- **Dogs:** Vendors, while vending, are not allowed to bring dogs to market.
- **Neutral Behavior at Market:** The market is not a venue for expressing the political or religious views of vendors.
- **Attendance:** Vendors that fail to notify the MM of their absence will be fined. Please notify the MM of your non-attendance of market by 9pm the evening before market day.

**Vendor Rules:**

1. Everything offered for sale must be 100% grown, produced or handmade by the membership within 30 miles of the TFM.
2. Items permitted for sale include: vegetables, fruit, grains, cheese, dairy products, eggs, meats, processed foods, jams and jellies, prepared foods, fruit juices, wine, cider, baked goods, maple products, honey, plants, flowers, nursery products, herbal products, soaps/lotions, fiber, original arts and crafts.
3. Space sharing is allowed on a day-vendor basis only, and each business pays the full day-vendor fee. The vendor is expected to be present as the seller.

4. Vendors who hire someone to staff their booth should indicate this on their application. It is desirable that the producer be present at market at least once a month during the season. Vendors must ensure their employees understand and follow all TFM rules.
5. Produce vendors must comply with Trumansburg Market rules *and* accept FMNP coupons.
6. Items offered for sale must be of good quality and condition and be in compliance with relevant state and federal rules and regulations pertaining to the sale of the product being offered. All required certificates must be prominently displayed.
7. Prices cannot be lower than wholesale and should be comparable to supermarket prices (preferably no less than 10% below normal retail prices). It is suggested that the price of each item be prominently displayed.
8. Vendors must display their business name and sign during market selling days.
9. Vendors may start setting up no earlier than 3:00 PM on Wednesday and must be unloaded and have their vehicles off the green by 3:45. No vehicles may be operated/driven on the market green, including the green space behind pavilion booths and Rt. 96, between 3:45 and 7:00pm on market days. NO SALES BEFORE 4 PM gong. Each vendor is responsible for cleaning up his or her sales area within 45 minutes after market. A \$10.00 late fine may be charged to vendors not set-up by the start of the market day for repeated tardiness.
10. All vendors are required to stay until the end of each market day. Vendors who need to leave early must talk to the MM.
11. The MM assigns vendors to their selling space. Each selling space is approx. 10 ft x 10 ft in area. The market is not a venue for expressing the political or religious views of vendors.
12. Vendors are responsible for bringing all sales equipment including tables and tents (unless inside pavilion). Offloading is required in most cases. No trucks are permitted on the grass unless authorized by the manager. After offloading, all vendors must park in the designated vendor parking area. **You may not park on Route 227, this area is designated as customer parking as suggested by the village. This area may be used for offloading. Vendors are encouraged to park in the lot on Route 96.**
13. Vendors are not allowed to bring dogs to the market.
14. Members selling by weight must have scales approved and checked annually by the appropriate count.
15. Market Manager has final authority
16. If you have questions, please contact: TFM Market Manager, Avi Miner [avram.miner@gmail.com](mailto:avram.miner@gmail.com)  
607-227-5173

TFM Board President, Q. Cassetti [q@theluckystone.com](mailto:q@theluckystone.com)